Tips for Processing
P-Card Transactions in SMART

ASTRA Presentation

November 16, 2010

P-Card Transactions

- P-Card Program Coordinator Tim Hund is in daily contact with UMB Representatives
- Some agencies have aging P-Card balances
  - Roadblocks occurred with conversion of data
- Concerns:
  - Delays in payment could affect annual rebates
  - Rebates are predicated on 30 day payment window
  - Agencies have been exceeding credit limits
    - No card has been turned off…yet

Converted P-Card POs

Encumbrances for P-Card Statements – June 2010

- Let us know!
  - Submit a Help Desk Ticket with this information:
  - What is PO Number that needs to be changed?
  - What is the Buyer User ID?
  - What is the card number (last 4-6 digits)?
  - What is Cardholder Employee ID?
  - Are there any chartfield adjustments necessary?
    - Cannot change fund or budget unit
  - Tell us any other relevant information

Converted P-Card POs

- SMART PO Team will create a new PO

- SMART PO Team will cancel or close old PO and process new PO
  - Timing is everything!
  - This will happen during non-business hours

- SMART PO Team will notify agency that the PO is available for P-Card Transaction (via closing of Help Desk ticket)

Late June Transactions

- Transactions that occurred between 6/22 and 6/30

- Payments made from STARS

- Transactions were downloaded into SMART
  - Retrieve monies from UMB
  - "Receipt" money into SMART as a reduction of expenditures for the current FY
  - Reconcile transactions without associating to a PO
  - Normal processing from this point forward

Non-Reconciled P-Card Transactions

- Payments made from SMART *outside* of P-Card Module
- Transactions were downloaded into SMART
  - Retrieve monies from UMB
  - "Receipt" money into SMART as a reduction of expenditures for the current FY
  - Reconcile transactions
  - Normal processing from this point forward

Suspended Vouchers

- Not just for P-Cards!
  - Applies to all vouchers, including P-Cards
- Check often for Vouchers with …
  - Match Exception Errors
    - **Use Links on Voucher Pages**
  - Budget Check Errors
    - **Use Links on Voucher Pages**
  - Voucher Build Errors
    - **Path: A/P / Maintenance / Voucher Maintenance**

Splitting Transaction Lines

- This is a challenging, detail oriented issue…
- Transactions match purchase order to the extent items are received
- Help Desk Solutions Article #583
    - https://dahelpdesk.ks.gov/sd/AddSolution.sd?solID=583

Splitting Distribution Lines

- ***Distribution Line Number Matters!!***
- The **_Purchase Order_** determines how the transaction will be split
- The source transaction (PO) _is_ the place to make corrections to funding
- The P-Card transaction _is not_ the place to correct funding issues.

Improving Search Times

- Narrow the parameters /search criteria
  - Specify a <u>Cardholder</u>
    - "John Smith"
  - Choose a <u>Statement Status</u>
    - "Staged"
    - "Verified"
    - "Approved"
    - "Error"
    - "Complete"
  - Transaction Date

Card Profile Setup & Maintenance

Establishing a Card Profile in SMART when a new P-Card is issued

- The path to set-up a profile for a new card is: **Purchasing / Procurement Cards / Definitions / Cardholder Profile**

- Refer to the **P-Card Administration: Adding and Maintaining P-Card Holder Profiles** job aid.

- Input the cardholder's Employee ID number to establish a card profile.

- Select the 'Card Data' tab on the Personal Information screen.

Card Profile Setup & Maintenance

- Enter required information on the 'Card Data' screen.

- **Do not check the 'Display Unmasked Card Number' box at the top of the screen.**

- To add the control account associated with the card, select the control account from the drop down box. (Be aware that newly established control accounts for P-Cards can only be entered into SMART by the Division of Purchases.)

- Select the 'Additional Information' tab to add Proxies and Default Distribution. **Do not add any information other than Proxy and Default Distribution information on the 'Additional Information' screen.**

Card Profile Setup & Maintenance

Proxy

- Use the individual's SMART sign-on to establish a proxy role for a specific individual.

- SMART allows you to select only one proxy role per person, per card.

- If the proxy role you want to add for a specific person is not included in the 'Proxies' drop-down box, prepare a SMART Security Request form requesting that a specific proxy role be added to SMART for that individual.

- The 'PO Agency SMART P-Card Administrator' proxy role has the ability to verify and approve card transactions in the Purchasing Module.

- **Ensure that reasonable segregation of duties exist between individual(s) reconciling / approving transactions and individuals initiating purchases with the card or cardless account.**

Card Profile Set-up & Maintenance

Default Distribution

- General Ledger Unit, Department, Fund, Budget Unit, Program and Account information is required.

- SMART will edit / validate the Fund and Budget Unit entered for compatibility.

Processing P-Card Transactions in SMART

- The path to process P-Card transactions in SMART is: **Purchasing / Procurement Cards / Reconcile / Reconcile Statement**

- Refer to **DAPO326: Using Procurement Cards -** See the SMART Course Catalog.

- Input the cardholder's employee i.d. (**Review proxy information for the card, if you cannot find transactions for a card in SMART**).

Processing P-Card Transactions in SMART

- The 'Reconcile Statement' page is accessed.

- Individual P-Card transactions are listed on this page.

- Agree transaction details per the screen to the associated receipt obtained from the merchant at the time of purchase.

- **Determine that the transaction is an appropriate agency purchase, for official state business, and in compliance with state purchasing and accounting requirements, including the state's P-Card General Procedures.**

Processing P-Card Transactions in SMART

- **Enter a contract number on the Purchase Details page**

- **A contract number must be referenced in SMART for all transactions purchased from contract vendors.**

- **If the Contract Number was not referenced on an associated purchase order, the Contract Number must be added during the transaction reconciliation process in SMART.**

Processing P-Card Transactions in SMART

- **Click the Purchase Details Link.**
  - **Add 'Vendor ID'** - Enter the Vendor ID Number; Click the Lookup button to view a list of available vendors. **The vendor ID must be the same one that is listed on the contract.**

  - **Add 'Contract Setid' –** This is always '**SOKID**'.

  - **Add 'Contract ID'** – Click the lookup button to view a list of available contract numbers.

Processing P-Card Transactions in SMART

Change the Transaction Status, using the drop down box.

- **Staged** – Transaction has been uploaded from VISA

- **Verified** – Transaction has been reviewed by a reconciler

- **Approved** – Transaction has been reviewed by an approver.   *A transaction will not move to voucher build in the A/P module unless it has an 'Approved' status and has valid Chart fields and Budget status*

- If the Budget Status is not 'Valid', check mark the '**Run Budget Validation on Save**' box before changing the Transaction Status to 'Approved' and saving the change in status.

P-Card Voucher Build Process Frequency

- The P-Card voucher build process runs twice a week - on Monday and Thursday.

- P-Card Vouchers will not be paid until approved.

UMB Payment Deadlines

- Payment for transactions purchased in the current billing cycle (begins on the 16th workday of the current month and ends on the 15th workday of the following month) is due to UMB Bank within 30 days after the end of the current billing cycle.

Credit and Past Due Balances on P-Card Statement

- If a credit balance or past due balance appears on the statement received from UMB Bank for the P-Card, the agency should follow-up to determine if there is a problem (transactions not reconciled / approved in SMART, posting error by UMB, voucher processing problem in SMART, etc.)

Credit and Past Due Balances on P-Card Statement

- Please feel free to contact Division of Purchases, if we can be of assistance in trouble-shooting problems.

Contact Information

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